Electronic Disposition System
Surface Material Lease User Manual
Land Dispositions Branch

Version 3.00

October 29, 2012

Revision History

Version	Date	Author/Organization	Description
V1.00	**2007-04-05**	**Pauline Peterson**	**Document Draft**
V2.00	**2007-04-24**	**Pauline Peterson**	**Final Draft**
V2.01	**2001-07-19**	**Krystian Staniszewski**	**Updated screenshots**
V3.00	**2011-10-13**	**Alexandra Crosland**	**Updated links and screenshots**

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In this disclaimer provision:

"Crown" means Her Majesty the Queen in right of the Province of Alberta;

"Minister" means the Minister responsible of the Alberta Sustainable Resource Development;

"Their employees" means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Sustainable Resource Development.

"EDS" means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

(a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and

(b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:

(i) The use of this material or documentation or EDS or any service connection therewith; or

(ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

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1.0 EDS Overview

EDS is an online service that allows clients to submit specified applications/amendments and documents for surface dispositions to SRD electronically. Presently EDS has five subsystems:

1. Public Land Disposition Applications & Amendments

   This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.

2. Disposition Maintenance

   This selection will enable you to submit AOA Monthly Status Reports, submit Site Entry notifications, SML Annual Returns and to edit a list of other allowed clients that manage your data.

3. Reclamation Certificate Application Submissions

   This selection will enable you to submit application for Reclamation Certificate on Public Land.

4. Public Lands Disposition Enhanced Approval

   All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4, effective September 1st, 2010.
   Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" selection #4, must be submitted through the "Public Land Disposition Application & Amendments" selection #1, or "Disposition Maintenance" selection #2, as appropriate.
   Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" selection #4, and submitted through any other selections will be rejected.
   Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4 that are outside of the defined scope will be rejected.

5. Application/Amendment Status Check Request

   This selection will enable you to send a request for the status of application/amendment. This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.

For details about each of the subsystems please review the individual User Manual.

EDS will allow clients to submit applications, amendments and other transactions during extended hours. It will also provide validation of selected data fields at the client workstation thereby assisting the client to minimize the opportunity for errors on the submissions.

Applications and self reporting that are accepted by EDS are uploading into the Geographic Land Information Management Planning System (GLIMPS) and EDS will email the client a copy of the transaction. EDS will also notify the appropriate business area that an application or report has been submitted for processing.

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1.1 Hours of Operation

EDS Support help desk is available Monday to Friday 8:15 a.m. to 4:30 p.m. except statutory holidays. The system is available from 6:30 a.m. to 10:00 p.m. everyday.

1.2 EDS Use Restrictions

1.2.1 Dispositions

- EDS is limited to MSL, LOC, PLA, PIL, EZE, VCE, REA and SML disposition types for processing applications and amendments under Module 1. Public Land Disposition Applications & Amendments
- Applications or amendments processed using EDS at this time are limited to only one applicant Client Identification number
- The maximum number of dispositions types shown on a plan is two (Example: SML and LOC)
- A Confirmation number and package can only be used once
- One selected purpose for each disposition type only [Example: SML – Sand and gravel, LOC – Access Road (OIL AND GAS)]
- Multiple plans for an activity will not be will not be accepted
- Clients/Stakeholders involved must be active and registered in LSAS\GLIMPS
- Successful submissions do not denote approval by the Crown

1.3 Lands Status Check User Restrictions

The Status module in EDS does not send e-mail notifications to the user

1.4 Attachment Requirements

1.4.1 Documents

All documents submitted to the department other than the plan submission package must be in a Microsoft Word (.doc) or portable document format (.pdf). Documents that require imaging must be scanned to the following standard and converted into a .pdf format for submission.

Black & white 300 dpi

Colour 150 dpi

File names must not contain spaces. Use of special characters such as *, -, (,), @, % or $ are not allowed.

1.4.2 Attachments

Other than filing administrative amendments, a plan package is required for all applications and amendments. The plan package is an encrypted file that is produced and downloaded

from the Plan Confirmation Service (PCS) system. Within this encrypted file is the plan in a pdf format, a CAD drawing and an attribution file, XML. A plan package can also be in shape format where the encrypted file has a plan in pdf format, a Boundary file, ATS Shapefile and an Adjacent Shapefile, each addressing files for Geometry (.shp), attributes (.dbf) and index (.shx).

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1.5 Relevant Links

EXTERN ADS User Name & Password Maintenance
https://extern.wln.gov.ab.ca/help/

The link above is where to activate SecureXNET accounts and change/reset SecureXNET passwords.

SecureXNET EDS: https://securexnet.env.gov.ab.ca/eds_login.html

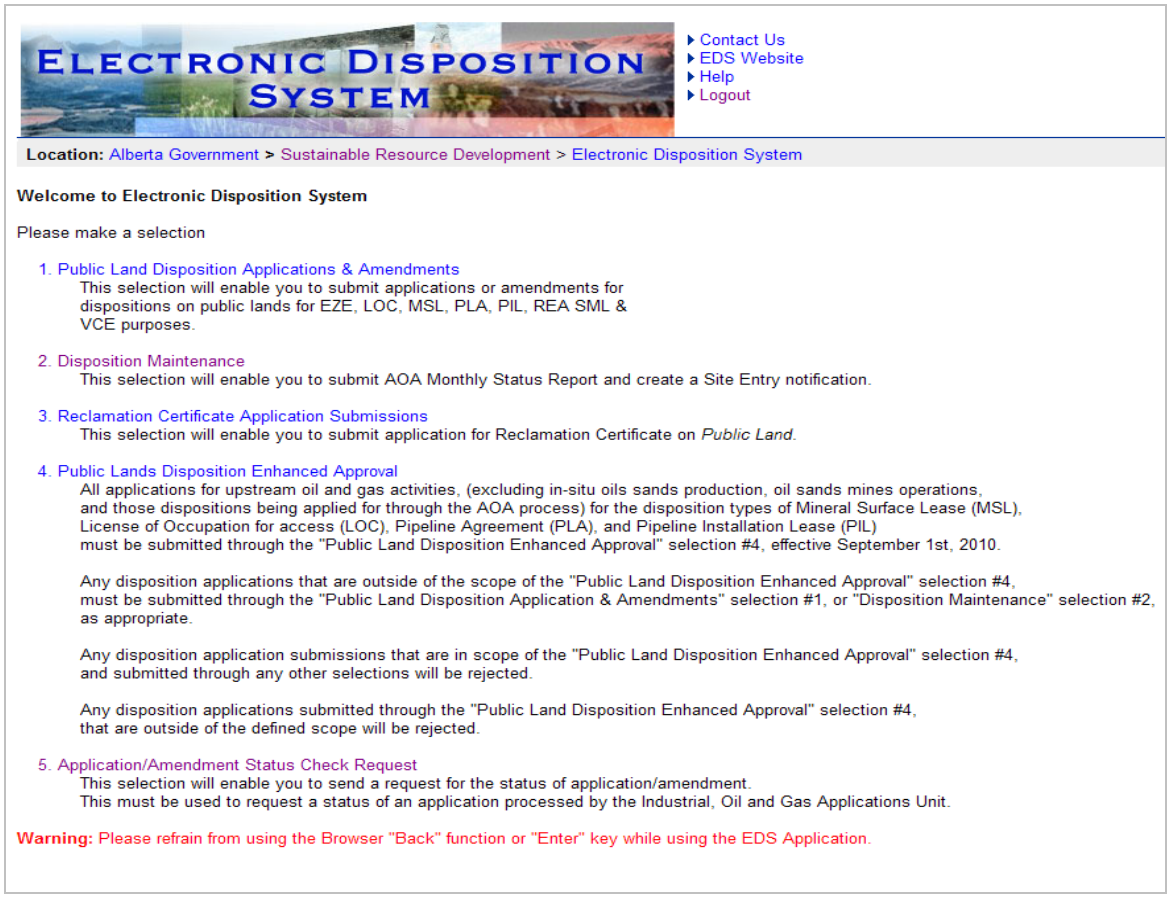
The link above is where to access EDS through SecureXNET.

SecureXNET PCS: https://securexnet.env.gov.ab.ca/pcs_login.html

The link above is where to access PCS through SecureXNET.

2.0 EDS Front Page

Below is the EDS main menu



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- **Public Land Disposition Applications & Amendments**

    - Create a single application
    - Create two associated applications
    - Amend a single disposition
    - Amend two associated dispositions
    - Amend one of two associated dispositions (Administrative use only)
    - Amend an existing disposition and create a new associated dispositions
    - Plan package submission for paper applications, amendments and applications not presently accepted through EDS

- **Disposition Maintenance**

    - Area Operating Agreement Maintenance
    - Site Entry Submissions
    - SML Annual Return
    - Allowed Client Edit

- **Reclamation Certificate Application Submissions**

    - Submit an application and e-payment for a reclamation certificate

- **Public Land Disposition Enhanced Approval**

    - Create a single application
    - Create two associated applications
    - Submit single final plan disposition
    - Submit two associated final plan dispositions

Note: Submission for upstream oil and gas activities (excluding in-situ oil sands production and oil sands mines operations. Disposition types are limited to Mineral Surface Lease (MSL), License of Occupation (LOC), Pipeline Installation lease (PIL) and Pipeline Agreement (PLA) effective September 1, 2010.

- **Application/Amendment Status Check Request**

    - Allows user to send a status request for an application/amendment that has been processed by the Industrial, Oil and Gas Applications Unit

Note: The status check does not send e-mail notification to the user processing the request.

2.1 Applications/Amendments

Once the user has successfully logged into the Electronic Disposition System (EDS) and engaged option 1. Public Land Disposition Applications & Amendments, they will be presented with the 'Applications/Amendment Menu'.

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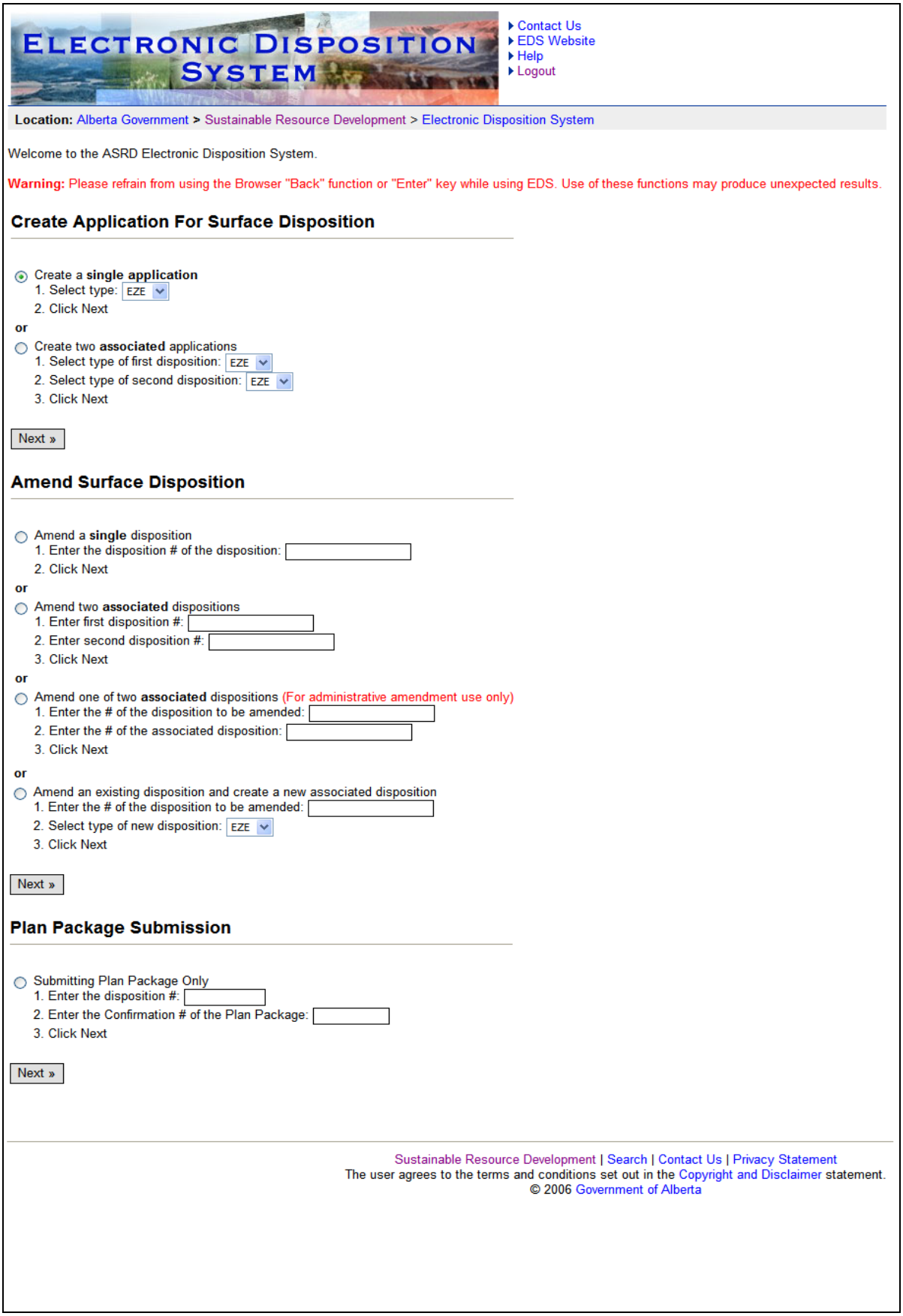

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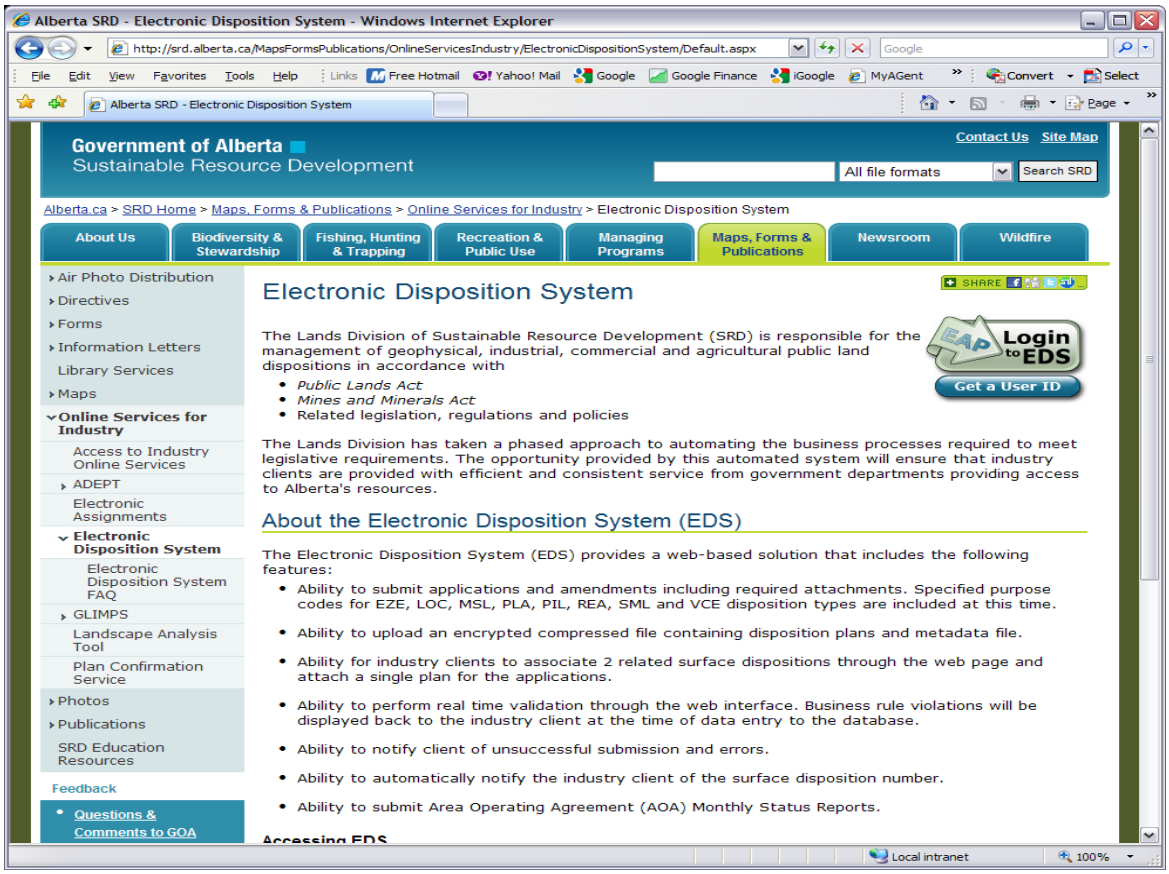
2.2 Help

The three Help functions, located at the top of the page are “Contact Us”, “EDS Website” and “Help”. By selecting ‘Contact Us’, this will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.

Clicking ‘EDS Website’ will take you to the SRD External EDS webpage.



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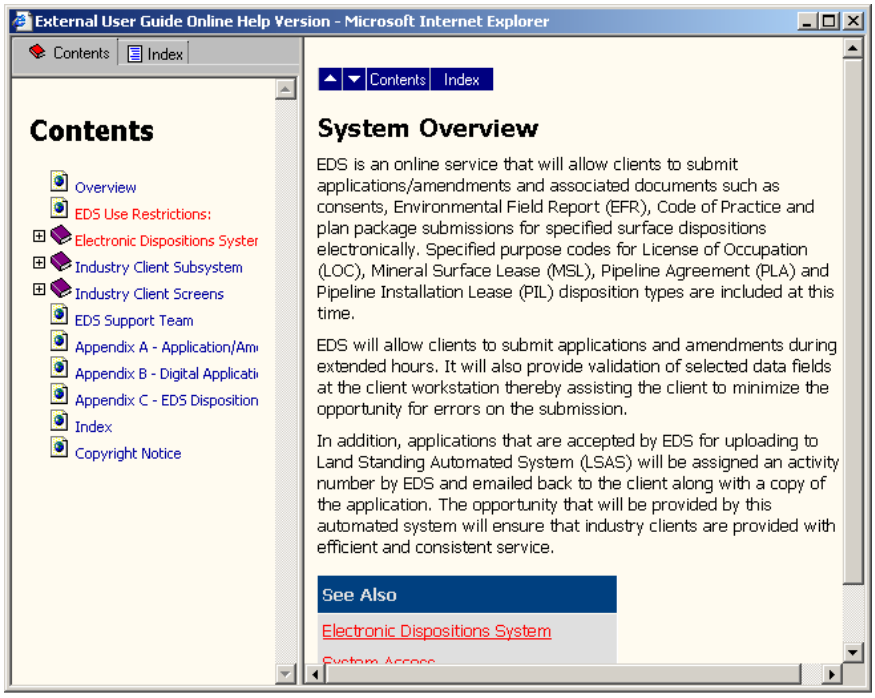
Clicking ‘Help’ will take you to the online EDS manual.



3.0 EDS SML Module Screens Submissions Page

3.1 Client ID Search Screen

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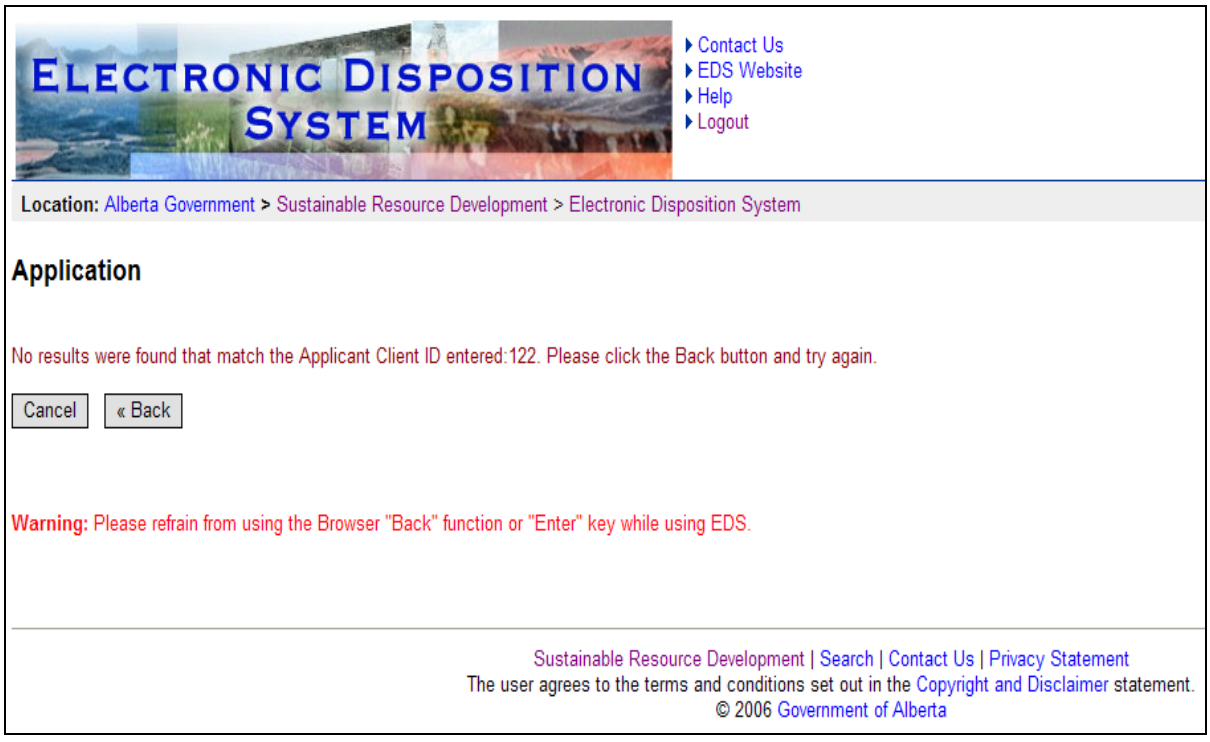
Client ID Search Screen Components

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	M	Applicant Client ID This is the pre-assigned ID used to identify the applicant
Cancel	button	Cancel Clicking this button will cancel the service and return to the Industry Client Menu.
Next	Button	Next Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Client Search Results screen will be displayed. If the Client ID is not valid, an error screen will be displayed.

Legend: M: Mandatory field
O: Optional field

Error screen



- **List of mandatory system requirements for a client identification number**
    - Client ID entered must be a 10 digit number
    - Client ID must match GLIMPS (Goegraphic Land Information Management Planning System)
    - Client ID must be valid and active
    - Client ID must be surface or both (both is defined as surface and mineral)
    - Client ID entered is validated against the stakeholder name

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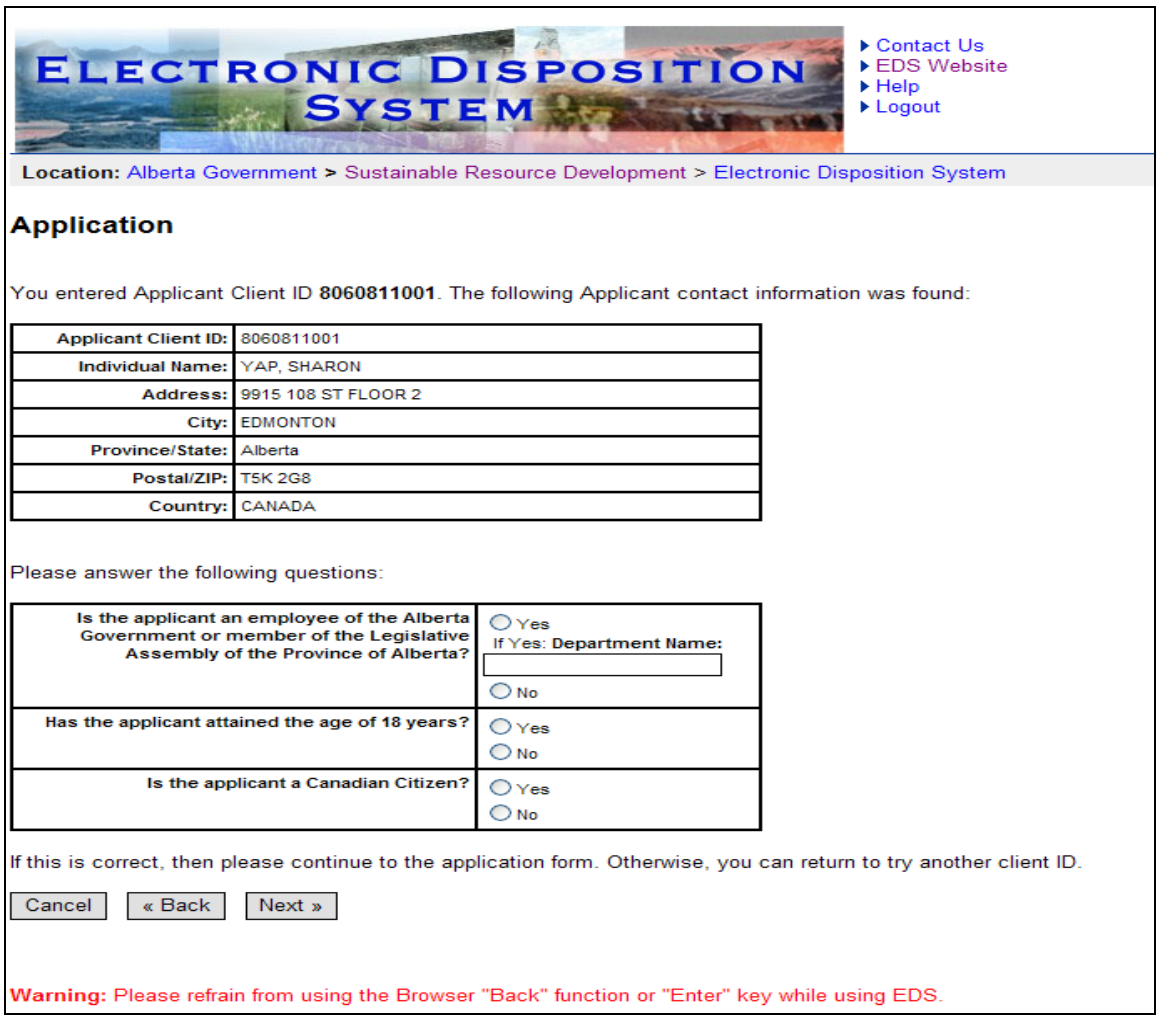
3.2 Client ID Search Non-Corporation Results Screen



The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Is the applicant an employee of the Alberta Government or member of the Legislative Assembly of the province of Alberta?	M	APPLICANT CLIENT ID Indicates if the applicant is employed by the Alberta Government or the Provincial Assembly
If Yes: Department Name:	M	APPLICANT CLIENT ID If the applicant is an employee of the Alberta Government or member of the Legislative Assembly of the Province of Alberta, the name of the department must be provided
Has the applicant attained the age of 18 years?	M	OVER 18 Indicates the applicant is of the legal age of 18 years. According to legislation no one can hold a disposition who is under the age of 18
Is the applicant a Canadian citizen	M	CITIZENSHIP

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Field or button name	Properties	Name/Remarks
		Indicates the applicant is a Canadian Citizen
Cancel	Button	CANCEL Clicking this button will cancel this service and return to the user to the Client menu
Next	button	NEXT Clicking this button will trigger a validation of the Applicant Client ID. If valid, the Client Search Results screen will be displayed. If not valid, an error screen will be displayed
Back	BUTTON	BACK Clicking this button triggers a return to the Client Search screen

Legend: M: Mandatory field
O: Optional field

3.3 Corporate Client Search Result Screen

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	DISPLAY ONLY	APPLICANT CLIENT ID This is the APPLICANT CLIENT ID specified on the previous screen
Organization Name	DISPLAY ONLY	ORGANIZATION NAME This is the name of the applicant organization
Address	DISPLAY ONLY	ADDRESS This is the street address of the organization
City	DISPLAY ONLY	CITY This is the city associated with the address of the organization

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Field or button name	Properties	Name/Remarks
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the organization
Postal/Zip	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the organization
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the organization
Cancel	BUTTON	CANCEL Clicking this button will cancel the service and return to the Industry Client menu
Back	BUTTON	CANCEL Clicking this button will trigger a return to the Client Search screen
Next	BUTTON	NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Applicant Search screen will be displayed. If not valid, an error screen will be displayed

Legend: M: Mandatory field
O: Optional field

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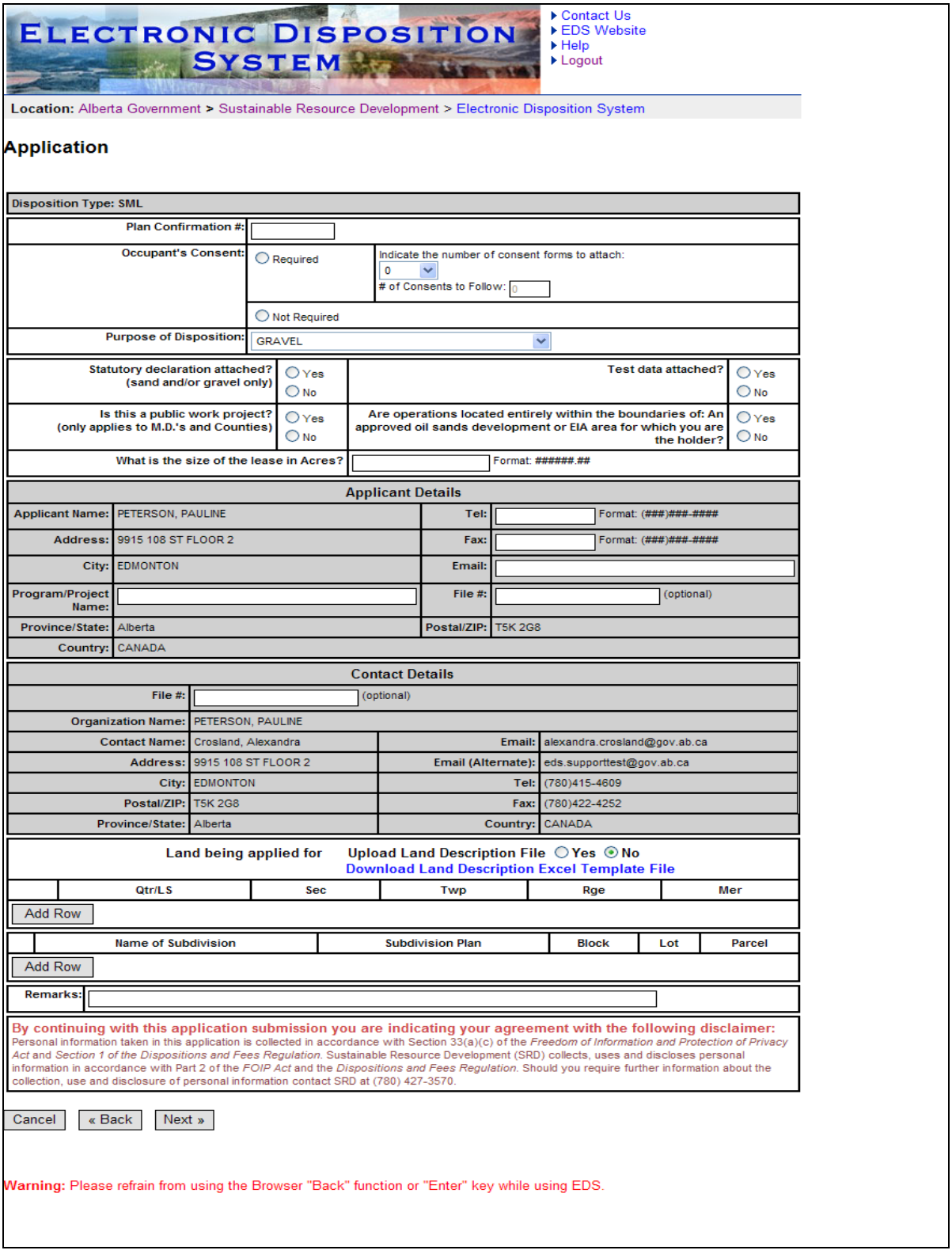
3.4 Application for Surface Material Lease



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The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Disposition Type	DISPLAY ONLY	Disposition Type This is the Disposition Type as specified by the Client.
Occupant's Consent:	O	Consents This allows the user to address the consents at time of application. The field allows the user to attach consents, inform the department if consents are to follow or is consents are not required.
Plan Confirmation #.	M	Plan Confirmation # This is the confirmation number of the submission package. The acceptable format is YEAR###### (IE. 2011999999)
Purpose of Disposition	M	Purpose of Disposition This is the purpose for the surface disposition application. This field is a drop down list that has been pre-populated with the available purposes for this disposition type.
Statutory declaration attached? (sand and/or gravel)	M	Statutory Declaration 'Yes' or 'No' must be selected before continuing. When the purpose is gravel, sand or sand and gravel, the Statutory Declaration is required as an attachment.
Is this a public work project? (only applies to Municipal Districts and Counties)	M	Public Work Project 'Yes' or 'No' must be selected before continuing.
Test data attached?	M	Test Data 'Yes' or 'No' must be selected before continuing. If selection is 'Yes', test data is to be attached.
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?	M	Oil Sand / EIA Project 'Yes' or 'No' must be selected before continuing.
What is the size of the lease in Acres?	M	Lease Size An area in acres is required in this field. The number must be to two decimal points.
Applicant Details		
Applicant name	Display Only	Applicant Name This is the name of the applicant organization
Address	DISPLAY ONLY	Address This is the street address of the applicant organization.
Tel	M	Tel This is the telephone number associated with the applicant organization. A valid North American telephone number must be entered into this field. Format is: (###)###-####
Fax	O	Fax

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Field or button name	Properties	Name/Remarks
		This is the fax number associated with the applicant organization. A valid North American fax number is an optional field within the application. Format is: (###)###-####
City	DISPLAY ONLY	CITY This is the city associated with the address of the organization.
Email	M	EMAIL This is the e-mail address of the applicant.
Program/Project Name	O	Project/program name This is the project or program name for the applicant.
Field or button name	Properties	Name/Remarks
File #	O	File # A reference number used by the applicant organization to refer to the surface disposition application. This field is for the applicants' internal use only and will not be validated within the EDS application.
Province/State	DISPLAY ONLY	PROVINCE/STATE This is the province or state associated with the address of the organization
Postal/Zip	DISPLAY ONLY	POSTAL/ZIP This is the postal or zip code associated with the address of the organization
Country	DISPLAY ONLY	COUNTRY This is the country associated with the address of the organization
Contact Details		
File #	O	File # A reference number used by the applicant organization to refer to the surface disposition application. This field is for the applicants' internal use only and will not be validated within the EDS application.
Organization Name	Display Only	Organization Name This is the name of the Organization for the Contact for the surface disposition application. It is resolved via the user login.
Contact name	Display Only	Contact Name This is the name of the Contact for the surface disposition application. It is resolved via the user logon.
Email	Display only	Email This is the e-mail address of the Contact for the surface disposition application. It is resolved via the user login.
Address	Display only	Address This is the street address of the Contact for the surface disposition application.
Email (Alternate):	Display only	Email Address This is the alternate e-mail address of the Contact for the surface disposition application.
Tel	Display only	Tel This is the telephone number associated with the Contact for the surface disposition application.

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Field or button name	Properties	Name/Remarks
Fax	Display only	Fax This is the fax number associated with the Contact for the surface disposition application.
City	Display only	City This is the city associated with the address of the Contact for the surface disposition application.
Province/State	Display only	Province/State This is the province or state associated with the address for the Contact for the surface disposition application
Postal/ZIP	DISPLAY ONLY	Postal/Zip This is the postal or zip code associated with the address of the Contact for the surface disposition application.
Country	DISPLAY ONLY	Country This is the country associated with the address of the Contact for the surface disposition application.
Land being applied for		
Upload Land Description File	M/o	Land Description Excel Template file In the instance of a large land list, EDS has accommodated a large land list file upload. This will allow the user to attach the land list where time does not allow single entry for each land description.
Qtr/LS	M	Qtr/LS Quarter section and/or legal subdivision that constitute an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Sec	M	Sec Section that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Twp	M	Twp Township that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Rge	M	Rge Range that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Mer	M	Mer Meridian that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies
Add Row	Button	Add Row Clicking this button will allow additional rows of ATS (Alberta Township System) parcels to be added. You can add up to 300 records in this section on the form but the large land list template is recommended.
Name of Subdivision	M	Name of Subdivision Name of the subdivision plan that constitutes a PBL land parcel for which the surface disposition application applies. Not all subdivisions have a name assigned to them.
Subdivision Plan	M	Subdivision Plan

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Field or button name	Properties	Name/Remarks
		The registered LTO (Land Titles Office) number assigned to the subdivision plan for which the surface disposition application resides.
Block	o	Block The block number in which the surface activity resides within the registered subdivision plan.
Lot	O	Lot The lot number in which the surface activity resides within the registered subdivision plan.
Parcel	o	Add Row The parcel number in which the surface activity resides within the registered subdivision plan.
Add Row	Button	Add Row Clicking this button will allow additional rows of PBL (Plan, Block, Lot or parcels) to be added. You can add up to 150 records in this section of the form
Additional Remarks	O	Additional Remarks Free format text for any additional comments to be made. The maximum character for this field is 150.
Cancel	Button	Cancel Clicking this button will cancel the service and returns to the Industry Client menu.
Back	Button	Back Clicking this button triggers a return to the Client Search screen.
Next	Button	Next Clicking this button will cancel the service and returns to the Industry Client menu.

Legend: M: Mandatory field
O: Optional field

Important Notes:

If the Electronic Disposition System (EDS) times out during the entry of a large land list, it is recommended to utilize the preset 'File for Large Landlist Upload'.

This template can be found here: http://srd.alberta.ca/FormsOnlineServices/Forms/LandsForms/Default.aspx and is located under the category of the 'Electronic Disposition System (EDS)', the document name is EDS_Land_Description_File_for_large_landlist_Upload.

- **List of mandatory system requirements for an 'Application'.**
  - A valid Client ID (Can be obtained through Client Registry & Crown Land Searches at (780)422-1395, Fax (780)422-9522 or e-mail at clientregistry@gov.ab.ca, a form is available at: http://srd.alberta.ca/FormsOnlineServices/Forms/LandsForms/Default.aspx under the category of User IDs & Client Ids for access to Industry Online Service).
  - A confirmation package obtained from a user who has Plan Confirmation Service (PCS) permissions
  - A Statutory Declaration (Not required for a Municipal District, County or Corporation)
  - Site Information (Required for all applicants)

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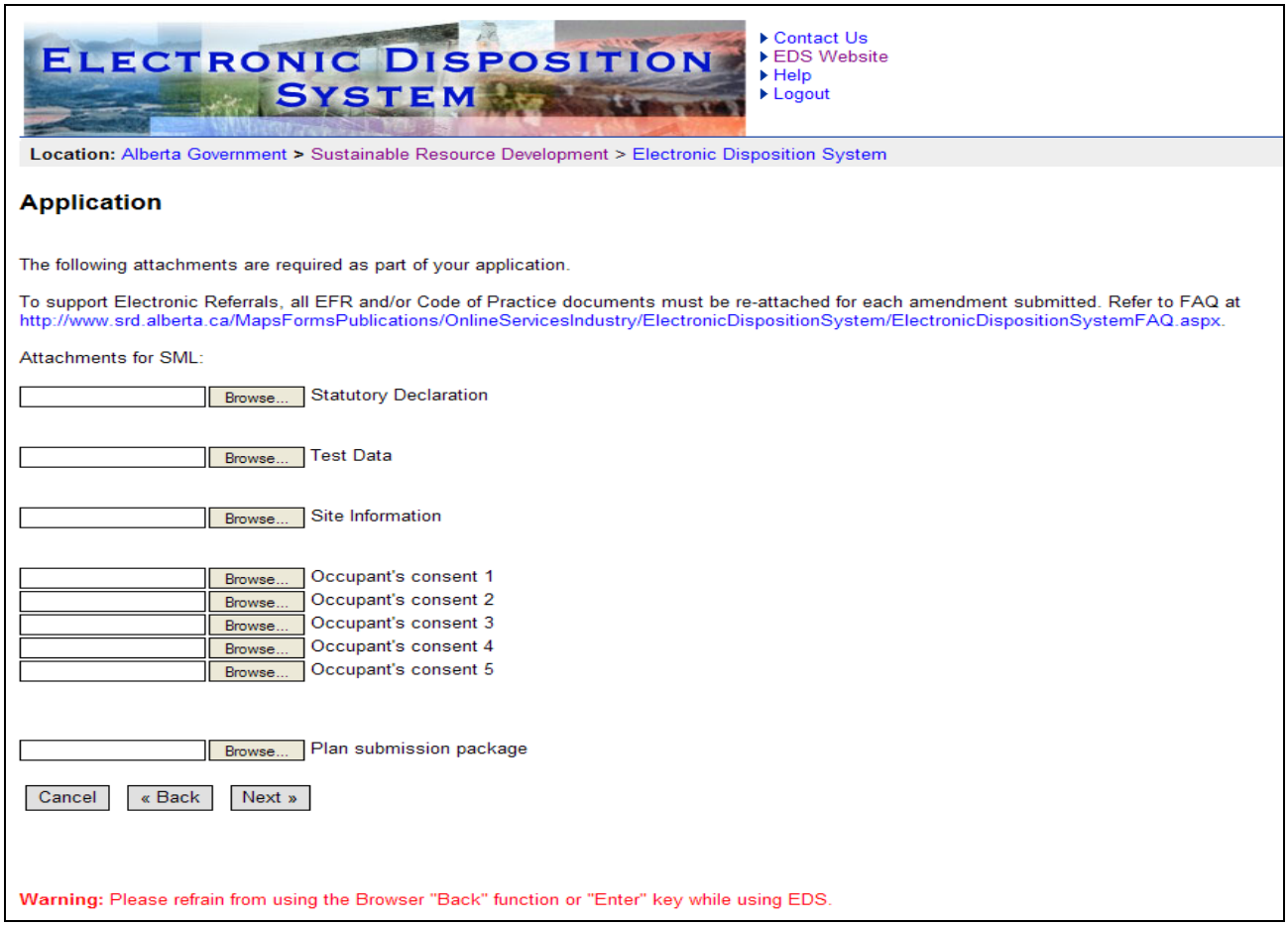
3.5 Attachment Page



(Attachment screen for an SML application)

The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Statutory Declaration	BUTTON	Browse Box Clicking this button allows the user to search and attach the statutory declaration.
Test Hole Data	BUTTON	Browse Box Clicking this button allows the user to search and attach the testhole data.
Site Information	BUTTON	Browse Box Clicking this button allows the user to search and attach the site information.
Occupant's Consent	BUTTON	Browse Box Clicking this button allows the user to search and attach consents. EDS can accommodate up to 50 attachments.
Plan Submission	BUTTON	Browse Box Clicking this button allows the user to search and attach the encrypted plan package.
Cancel	BUTTON	CANCEL

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Field or button name	Properties	Name/Remarks
		Clicking this button will cancel the service and return to the Industry Client menu.
Back	BUTTON	CANCEL Clicking this button will trigger a return to the Client Search screen.
Next	BUTTON	NEXT Clicking this button will trigger a validation of the Application. The user is now able to review the data prior to submission.

Legend: M: Mandatory field
O: Optional field

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3.6 Application Review Page

Application

Review your data before submission.

Disposition Type: SML			
Plan Confirmation #:	2011001164		
Occupant's Consent:	[X] Required	# of Consents to Follow: 0	
	[ ] Not Required		
Purpose of Disposition:	SAND AND GRAVEL		

Statutory declaration attached? (sand and/or gravel only)	[X] Yes [ ]No	Test data attached?	[X] Yes [ ]No
Is this a public work project? (only applies to M.D.'s and Counties)	[ ] Yes [X]No	Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?	[ ] Yes [X]No
What is the size of the lease in Acres?	80.0		

Applicant Details			
Applicant Name:	PETERSON, PAULINE	Tel:	(111)222-3333
Address:	9915 108 ST FLOOR 2	Fax:	(111)222-4444
City:	EDMONTON	Email:	eds.supporttest@gov.ab.ca
Program/Project Name:	Bolders_1	File #:	Bolders_1_2012
Postal/ZIP:	T5K 2G8	Province/State:	Alberta
Country:	CANADA		

Contact Details			
File #:	B1_2012_SML		
Organization Name:	PETERSON, PAULINE		
Contact Name:	Crosland, Alexandra	Email:	alexandra.crosland@gov.ab.ca
Address:	9915 108 ST FLOOR 2	Email (Alternate):	eds.supporttest@gov.ab.ca
City:	EDMONTON	Tel:	(780)415-4609
Postal/ZIP:	T5K 2G8	Fax:	(780)422-4252
Province/State:	Alberta	Country:	CANADA

Is the applicant an employee of the Alberta Government or member of the Legislative Assembly of the Province of Alberta?	[ ] Yes [X]No		
Has the applicant attained the age of 18 years?	[X] Yes [ ]No	Is the applicant a Canadian Citizen?	[X] Yes [ ]No

Land being applied for

	Qtr/LS	Sec	Twp	Rge	Mer
	NE	30	56	22	5

	Name of Subdivision	Subdivision Plan	Block	Lot	Parcel
	Flinstone Alley	1229999	01	01	

Remarks:	

Click here to correct the above form

The following items are attached to this:
Statutory Declaration :
1. Statutory_Declaration.doc

Test Data :
1. Test_Hole_Data.doc

Site Information :
1. SMISiteinformationformSIF.doc

Consents:
1. con1.doc

Submission Package:
1. Package File Size: 292840 bytes

Click here to correct Attachments

Note: Please ensure that you have completed the requirements outlined in "The Government of Alberta's First Nations Consultation Guidelines on Land Management and Resource Development" available on the website at http://www.aand.gov.ab.ca/. If you require additional information, please contact the local Land Manager for the applicable location. Also refer to EDS FAQ.

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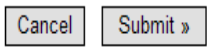

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using EDS.

The following table lists all elements on this screen:

Field or button name	Properties	Name/Remarks
Disposition Type	DISPLAY ONLY	Disposition Type This is the Disposition Type as specified by the Client.
Plan Confirmation #.	DISPLAY ONLY	Plan Confirmation # This is the confirmation number of the submission package.
Occupant's Consent:	DISPLAY ONLY	Consents This displays to the user if he is attaching consents.
Purpose of Disposition	DISPLAY ONLY	Purpose of Disposition This displays the purpose chosen by the user for the surface disposition application.
Statutory declaration attached? (sand and/or gravel)	DISPLAY ONLY	Statutory Declaration This displays whether the user has committed to attaching the Statutory Declaration.
Is this a public work project? (only applies to Municipal Districts and Counties)	DISPLAY ONLY	Public Work Project This displays if it is a Public Work project.
Test data attached?	DISPLAY ONLY	Test Data This displays whether the user has committed to attaching the Test Data. (It is mandatory for all 'Applications").
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?	DISPLAY ONLY	Oil Sand / EIA Project This informs the department if the operations are located within an approved oil sands development or EIA area.
What is the size of the lease in Acres?	DISPLAY ONLY	Lease Size The area in acres is displayed as entered.
Applicant Details		
Applicant name	Display Only	Applicant Name Displays the name of the applicant organization
Address	DISPLAY ONLY	Address Displays the street address of the applicant organization.
Tel	DISPLAY ONLY	Tel Displays the telephone number of the applicant organization.
Fax	DISPLAY ONLY	Fax Displays the fax number of the applicant organization.

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Field or button name	Properties	Name/Remarks
City	DISPLAY ONLY	CITY Displays the city of the address of the applicant organization.
Email	DISPLAY ONLY	EMAIL Displays the e-mail address of the applicant organization.
Program/Project Name	DISPLAY ONLY	Project/program name Displays the project/program name of the applicant organization.
File #:	DISPLAY ONLY	File #: Displays the file number of the applicant organization.
Postal/ZIP:	DISPLAY ONLY	POSTAL/ZIP: Displays the postal code or zip of the applicant organization.
Province/State:	DISPLAY ONLY	Province/State: Displays the Province or State of the address of the applicant organization.
Country:	DISPLAY ONLY	Country: Displays the Country of the address of the applicant organization.
Contact Details		
File #:	DISPLAY ONLY	File #: Displays the file number of the contact organization.
Organization Name:	Display Only	Organization Name: Displays the name of the contact organization.
Contact Name:	DISPLAY ONLY	Contact Name: Displays the name of the individual of the contact organization as resolved through the EDS login.
Address	DISPLAY ONLY	Address Displays the street address of the contact organization.
City	DISPLAY ONLY	CITY Displays the city of the address of the contact organization.
Postal/ZIP:	DISPLAY ONLY	POSTAL/ZIP: Displays the postal code or zip of the contact organization.
Province/State:	DISPLAY ONLY	Province/State: Displays the Province or State of the address of the contact organization.
Email	DISPLAY ONLY	EMAIL Displays the e-mail address of the contact organization.
Email (Alternate):	DISPLAY ONLY	EMAIL (Alternate): Displays the alternate e-mail address of the contact organization.
Tel	DISPLAY ONLY	Tel Displays the telephone number of the contact organization.
Fax	DISPLAY ONLY	Fax Displays the fax number of the contact organization.
Country:	DISPLAY ONLY	Country Displays the Country of the address of the contact organization.
Is the Applicant an employee of the Alberta Government or	DISPLAY ONLY	Field will state whether 'Yes' or 'No' as engaged by the contact user when entering the required data in preparation of the application. Note: This will not display if you are a municipality, county or

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Field or button name	Properties	Name/Remarks
member of the Legislative Assembly of the Province of Alberta?		corporation.
Has the applicant attained the age of 18 years?	DISPLAY ONLY	Field will state whether 'Yes' or 'No' as engaged by the contact user when entering the required data in preparation of the application. Note: This will not display if you are a municipality, county or corporation.
Land being applied for		
Qtr/LS	Display Only	Qtr/LS Displays the quarter section that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Sec	Display Only	Sec Displays the section that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Twp	Display Only	Twp Displays the township that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Rge	Display Only	Rge Displays the range that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies.
Mer	Display Only	Mer Displays the meridian that constitutes an ATS (Alberta Township System) land parcel for which the surface disposition application applies
Name of Subdivision	Display Only	Name of Subdivision Displays the name of the subdivision plan that constitutes a PBL (Plan, Block, Lot or Parcel) legal description for which the surface disposition application applies. Not all subdivisions have a name assigned to them.
Subdivision Plan	Display Only	Subdivision Plan Displays the registered LTO (Land Titles Office) number assigned to the subdivision plan for which the surface disposition application resides.
Block	Display Only	Block Displays the block number in which the surface activity resides within the registered subdivision plan.
Lot	Display Only	Lot Displays the lot number in which the surface activity resides within the registered subdivision plan.
Parcel	Display Only	Parcel Displays the parcel number in which the surface activity resides within the registered subdivision plan.
Remarks	Display Only	Remarks Displays the remarks as entered by the contact in support of the application.
Click here to correct the above	link - O	Click here to correct the above This is the last opportunity the user has to make any corrections to the

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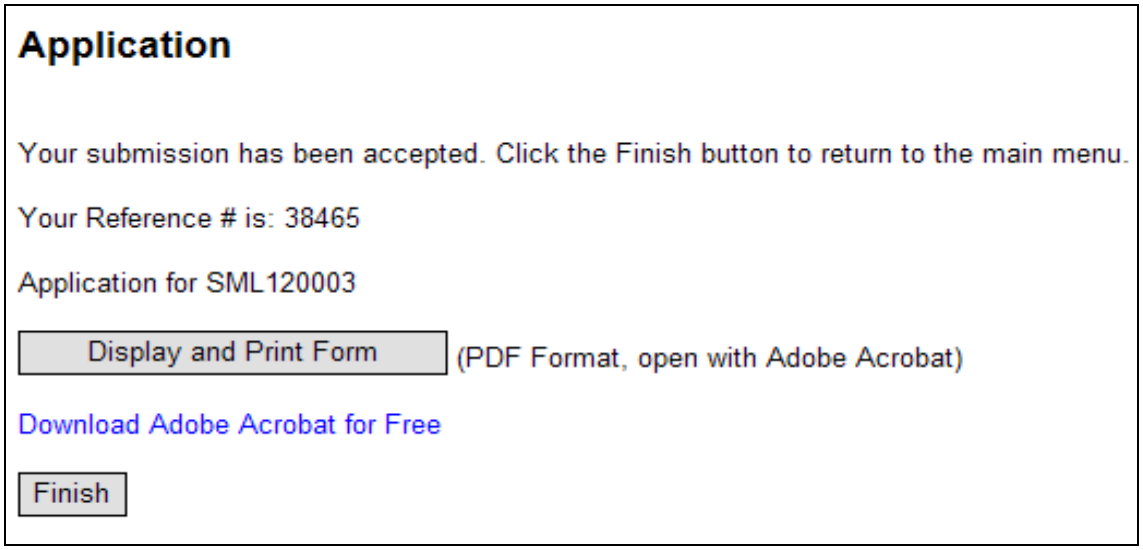
Field or button name	Properties	Name/Remarks
		form. This link when clicked, allows the user to go back to the form to make any necessary corrections.
The following items are attached to this:	DISPLAY Only	The following items are attached to this: This is a list of documents that were attached through the attachment page in support of the amendment.
Click here to correct Attachments	Link	Click here to correct Attachments This is the last opportunity the user has to change or replace any incorrect attachments. By clicking this link it will allow the user to go back and correct any attachments. When using this link, the user will be required to attach all, not just the one/s in error.
Cancel	button	Cancel By clicking this button, it allows the user to cancel out of the session. Your work can not be saved. You will be presented with a dialog box requesting you to confirm if you wish to cancel, or to return to the main menu?
Submit	Button	Submit By clicking the 'Submit' button the application is committed to the EDS system. If any errors are discovered upon submission the user can utilize the amendment process.

Legend: M: Mandatory field
O: Optional field

3.7 Confirmation Page



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The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Reference #	display only	Reference # This is a unique number generated by the Electronic Disposition System (EDS) when a surface disposition application has been accepted.
Disposition #	Display Only	Disposition # This is a unique number generated by the Electronic Disposition System (EDS) when a surface disposition application has been accepted.
Display and Print Form	button	Display and Print Form Clicking this button will invoke a dialogue to view and print the surface disposition application as accepted by EDS.
Finish	button	Finish Clicking this button completes the service and returns to the Industry Client menu.

Legend: M: Mandatory field
O: Optional field

3.8 Name Change Client ID Screen

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The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Applicant Client ID	M	Applicant Client ID This is the pre-assigned Id used to identify the applicant
New Applicant Client ID	o	New Applicant Client ID This is the new Client ID used to identify the new applicant
Cancel	button	Cancel Clicking this button will cancel the service and return to the Industry Client menu
Next	button	Next Clicking this button will trigger a validation of the Applicant Client ID. If valid, the Client Search Results screen will be displayed. If not valid, an error screen will be displayed.

Legend: M: Mandatory field
O: Optional field

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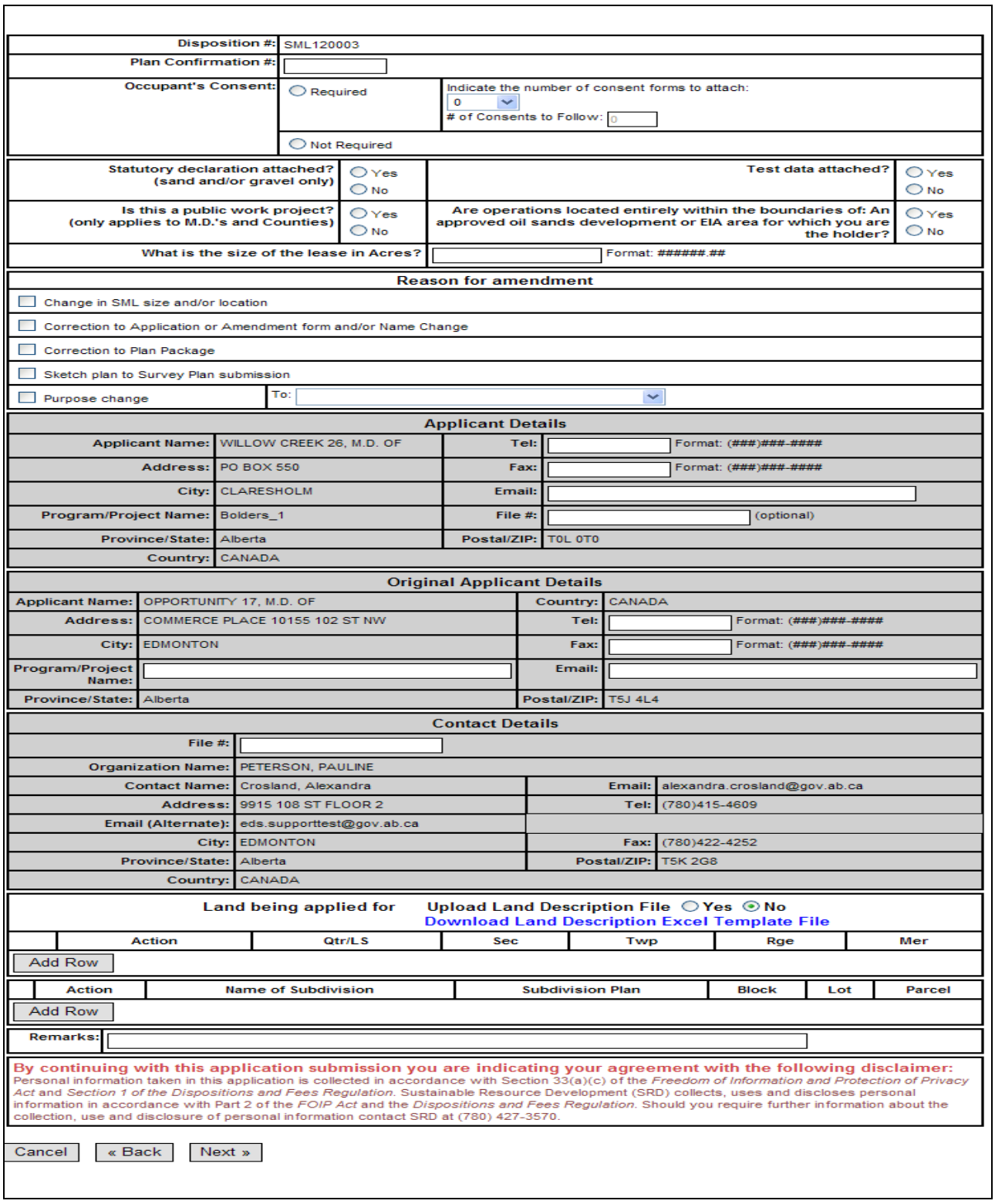
3.9 Amendment for Surface Material Lease



Disposition #:	SML120003
Plan Confirmation #:	
Occupant's Consent:	○ Required — Indicate the number of consent forms to attach: 0; # of Consents to Follow: 0
	○ Not Required

Statutory declaration attached? (sand and/or gravel only)	○ Yes ○ No	Test data attached?	○ Yes ○ No
Is this a public work project? (only applies to M.D.'s and Counties)	○ Yes ○ No	Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?	○ Yes ○ No
What is the size of the lease in Acres?		Format: #######.##	

Reason for amendment

- ☐ Change in SML size and/or location
- ☐ Correction to Application or Amendment form and/or Name Change
- ☐ Correction to Plan Package
- ☐ Sketch plan to Survey Plan submission
- ☐ Purpose change — To:

Applicant Details

Applicant Name:	WILLOW CREEK 26, M.D. OF	Tel:	Format: (###)###-####
Address:	PO BOX 550	Fax:	Format: (###)###-####
City:	CLARESHOLM	Email:	
Program/Project Name:	Bolders_1	File #:	(optional)
Province/State:	Alberta	Postal/ZIP:	T0L 0T0
Country:	CANADA		

Original Applicant Details

Applicant Name:	OPPORTUNITY 17, M.D. OF	Country:	CANADA
Address:	COMMERCE PLACE 10155 102 ST NW	Tel:	Format: (###)###-####
City:	EDMONTON	Fax:	Format: (###)###-####
Program/Project Name:		Email:	
Province/State:	Alberta	Postal/ZIP:	T5J 4L4

Contact Details

File #:			
Organization Name:	PETERSON, PAULINE		
Contact Name:	Crosland, Alexandra	Email:	alexandra.crosland@gov.ab.ca
Address:	9915 108 ST FLOOR 2	Tel:	(780)415-4609
Email (Alternate):	eds.supporttest@gov.ab.ca		
City:	EDMONTON	Fax:	(780)422-4252
Province/State:	Alberta	Postal/ZIP:	T5K 2G8
Country:	CANADA		

Land being applied for — Upload Land Description File ○ Yes ◉ No

Download Land Description Excel Template File

	Action	Qtr/LS	Sec	Twp	Rge	Mer

Add Row

	Action	Name of Subdivision	Subdivision Plan	Block	Lot	Parcel

Add Row

Remarks:

By continuing with this application submission you are indicating your agreement with the following disclaimer:

Personal information taken in this application is collected in accordance with Section 33(a)(c) of the *Freedom of Information and Protection of Privacy Act* and *Section 1 of the Dispositions and Fees Regulation*. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 2 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should you require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.

Cancel | « Back | Next »

Note: The above amendment incorporates a name change.

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The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Disposition #	display only	Disposition # This is the Disposition # as specified on the Industry Amendment menu.
Plan Confirmation #	M	Plan Confirmation # This is the confirmation # of the submission package. The acceptable format is year##### (ie. 2011######)
Occupant's Consent Required	Button	Occupant's Consent Required This allows the user to address the consents at time of amendment.
Occupant's Consent Not Required	Radio Button	Occupant's Consent Not Required This allows the user to inform the department that consents are not required.
Indicate the number of consent forms to attach or # of Consents to Follow:	dropdown list	# of consent forms to attach or to Follow When the 'Required' button is engaged the user can choose how many consents are to be attached or indicate the '# of consents to follow'. This field allows up to 50 consents, the # to follow is indicated by the user.
Statutory declaration attached? (sand and gravel only)	m	Statutory Declaration 'Yes' or 'No' must be selected before continuing.
Is this a public work project? (only applies to Municipal Districts and Counties)	M	public work project 'Yes' or 'No' must be selected before continuing.
Test data attached?	M	test data 'Yes' or 'No' must be selected before continuing. If land is being added on the amendment, Test Data is required.
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?	M	oil sand/eia project 'Yes' or 'No' must be selected before continuing.
What is the size of the lease in Acres?	m	lease size An area in acres is required in this field. The number must be to two decimal points.
Reason for Amendment		
Change in SML size and/or Location	Checkbox	Change in SML size and/or location Checking this box indicates that the surface material amendment pertains to a change in location and or size (change in lease boundary extent). When checked, a validation will be performed to ensure that a plan submission package has been provided as part of the disposition amendment.
Correction to application or amendment form	checkbox	Correction to application for amendment form Checking this box indicates that the surface material amendment pertains to an error in the pervious form submitted. When checked,

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Field or button name	Properties	Name/Remarks
		there is no validation performed to ensure that a plan submission package has been provided.
Correction to Plan Package	Checkbox	Correction to Plan Package Checking this box indicates that the surface material amendment pertains to a correction change in the plan package whether the correction is related to the design file (CAD or Shape) or the pdf file within the plan package. When checked, a validation will be performed to ensure that a plan submission package has been provided.
Sketch Plan to Survey Plan Submission	Checkbox	Sketch to Survey Plan submission Checking this box indicates that the surface material amendment pertains to the submission of a plan package containing the survey of the lease area. When checked, a validation will be preformed to ensure that a plan submission package has been provided.
Purpose Change	Checkbox	Purpose change Checking this box indicates that the surface material amendment pertains to a change in the purpose.
To	M	To (Purpose change) This is the new purpose required. It is mandatory if the purpose box is checked. A dropdown list showing all available purposes will display.
Applicant Details		
Applicant Name	Display only	Applicant Name This is the name of the applicant organization.
Address	Display only	Address This is the street address of the applicant organization.
City	Display only	City This is the city associated with the address of the applicant organization.
Program/Project Name:	O	Project/program name This is the project or program name for the applicant organization.
Province/State	Display only	Province/State This is the province or state associated with the address of the applicant organization.
Country	Display only	Country This is the country associated with the address of the applicant organization.
Tel	M	Tel This is the telephone number associated with the applicant organization. A valid North American telephone number must be entered in this field. Format (###)###-####.
Fax	O	Fax This is the fax number associated with the applicant organization. A valid North American fax number is optional within this field. Format (###)###-####.
Email	M	email This is the e-mail address of the applicant organization.
File#:	o	File #:

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Field or button name	Properties	Name/Remarks
		A reference file number used by the Applicant to refer to the surface disposition. This field is for the Applicants' internal use only and will not be validated by the EDS application.
Postal/ZIP	Display only	Postal/ZIP This is the postal or zip code associated with the address of the applicant organization.
Original Applicant Details		
Applicant Name	Display only	Applicant Name This is the name of the original applicant organization.
Address:	Display only	Address This is the address of the organization for the original applicant for the surface disposition amendment. It is resolved when the user enters the Client ID in the appropriate field.
City:	Display Only	City This is the city of the organization of the original applicant. It is resolved when the user enters the Client ID in the appropriate field.
Program/Project Name:	Display Only	Program / Project Name: This is the program/project name of the original applicant organization.
Province/State	Display only	Province/State This is the province or state associated with the address of the applicant organization.
Country	Display only	Country This is the country associated with the address of the applicant organization.
Tel	M	Tel This is the telephone number associated with the applicant organization. A valid North American telephone number must be entered in this field. Format (###)###-####.
Fax	O	Fax This is the fax number associated with the applicant organization. A valid North American fax number is optional within this field. Format (###)###-####.
Email	M	Email This is the e-mail address of the organization for the original applicant to support the surface disposition amendment.
Contact Details		
File #	O	File # A reference number used by the Contact to refer to the surface disposition amendment. This field is for the Contacts' internal use only and will not be validated by the EDS application.
Organization Name	Display only	Organization Name This is the name of the Organization for the Contact for the surface disposition amendment. It is resolved via the user sign on.
Contact Name	Display only	Contact Name This is the name of the Contact for the surface disposition amendment.

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Field or button name	Properties	Name/Remarks
		It is resolved via the user login.
Email (Alternate):	Display only	Email (Alternate) This is the alternate e-mail address of the Contact for the surface disposition amendment.
Address	Display only	Address This is the street address of the Contact for the surface disposition amendment.
Province/State	Display only	Province/State This is the province or state associated with the address of the Contact for the surface disposition amendment
Country	Display only	Country This is the country associated with the address of the Contact for the surface disposition amendment.
Email:	Display only	Email: This is the e-mail address of the Contact for the surface disposition amendment.
Tel	Display only	Tel This is the telephone number associated with the Contact for the surface disposition amendment. It is resolved via the user login.
Fax	Display only	Fax This is the fax number associated with the Contact for the surface disposition amendment.
Postal/ZIP	Display only	Postal/ZIP This is the postal or zip code associated with the address of the Contact for the surface disposition amendment.
Land being applied for		
Add Row	button	Add Row (For ATS land description) By clicking this button, it will allow the user to add the required rows to accommodate the ATS land description to which the activity lies.
Action	Dropdown List	Action Indicates the update action to be applied against the ATS land parcel. "Add Land", "Deleted Land" or "Lands Required".
Qtr/LS	M	Qtr/LS (mandatory if land is not described by Plan, block , lot or parcel) Quarter section that constitute an ATS land parcel for which the surface disposition amendment applies.
Sec	M	Sec (mandatory if land is not described by Plan, block , lot or parcel) Section that constitutes part of the ATS land description for which the surface disposition amendment applies.
Twp	M	Twp (mandatory if land is not described by Plan, block , lot or parcel) Township that constitutes part of the ATS land description for which the surface disposition amendment applies.
Rge	m	Rge (mandatory if land is not described by Plan, block , lot or parcel) Range that constitutes part of the ATS land description for which the surface disposition amendment applies.

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Field or button name	Properties	Name/Remarks
Mer	m	Mer (mandatory if land is not described by Plan, block , lot or parcel) Meridian that constitutes part of the ATS land description for which the surface disposition amendment applies.
Action	Dropdown List	Action Indicates the action to be applied against the PBL land description, "Add Land", "Deleted Land" or "Lands Required." Is activated when the 'Add Row' button is engaged to enter the land at a PBL level.
Name of Subdivision	M/o	Name of Subdivision (not all subdivisions are named). Name of subdivision that constitutes part of the PBL land description for which the surface disposition amendment applies.
Subdivision Plan	M	Subdivision Plan number (Mandatory if land is not described by qtr, sec, twp, rge and mer.) Registered number of the subdivision plan that constitutes a PBL land description for which the surface disposition amendment applies.
Block	m/o	Block (Mandatory if land is not described by qtr, sec, twp, rge and mer.) Name of block that constitutes a PBL land parcel for which the surface disposition amendment applies.
Lot	m/o	Lot (Mandatory if land is not described by qtr, sec, twp, rge and mer.) Lot number that constitutes a PBL land description for which the surface disposition amendment applies.
Parcel	m/o	Parcel (Mandatory if land is not described by qtr, sec, twp, rge and mer.) Parcel that constitutes a PBL land description for which the surface disposition amendment applies.
Add Row	button	Add Row Clicking this button will allow additional rows of PBL land descriptions to be added.
Additional Remarks	O	Additional Remarks Free format text for any additional comments to be made. This field allows up to 150 characters
Cancel	button	Cancel Clicking this button will cancel the service and returns to the application/amendment option page
Back	button	Back Clicking this button triggers a return to the Client Search screen.
Next	button	Next Clicking this button will trigger a validation of the surface disposition amendment. In the event that errors are detected, a screen listing all errors will be presented. If no errors are detected, the 'Attachments' screen will be displayed.

Legend: M: Mandatory field
O: Optional field

Note: Once the user has successfully entered all data required to support the amendment form, the attachment screen will display as shown in figure 3.5 Attachment Page.

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3.10 Amendment Submission Review Amendment

Review your data before submission.

Disposition #:	SML110023		
Plan Confirmation #:	2011001165		
Occupant's Consent:	[X] Required	Indicate the number of consent forms to attach: 1 # of Consents to Follow: 0	
	[ ] Not Required		

Statutory declaration attached? (sand and/or gravel only)	[X] Yes [ ]No	**Test data attached?**	[X] Yes [ ]No
Is this a public work project? only applies to M.D."s and Counties)	[ ] Yes [X]No	**Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?**	[ ] Yes [X]No
What is the size of the lease in Acres?	80.0		

Reason for amendment	
[ ] Change in SML size and/or location	
[X] Correction to Application or Amendment form	
[X] Correction to Plan Package	
[ ] Sketch plan to Survey Plan submission	
[ ] Purpose change	To:

Applicant Details			
Applicant Name:	YAP, SHARON	**Tel:**	(111)222-3333
Address:	9915 108 ST FLOOR 2	**Fax:**	(111)222-5555
City:	EDMONTON	**Email:**	eds.supporttest@gov.ab.ca
Program/Project Name:	Bolders_Pit_1	**File #:**	BP_1
Postal/ZIP:	T5K 2G8	**Province/State:**	Alberta
Country:	CANADA		

Applicant Be Changed to Details			
Applicant Name:	PETERSON, PAULINE	**Tel:**	(111)222-4444
Address:	9915 108 ST FLOOR 2	**Fax:**	(111)222-7777
City:	EDMONTON	**Email:**	eds.supporttest@gov.ab.ca
Program/Project Name:		**File #:**	
Postal/ZIP:	T5K 2G8	**Province/State:**	Alberta
Country:	CANADA		

Contact Details			
File #:	BP_1_2012_SML		
Organization Name:	PETERSON, PAULINE		
Contact Name:	Crosland, Alexandra	**Email:**	alexandra.crosland@gov.ab.ca
Address:	9915 108 ST FLOOR 2	**Email (Alternate):**	eds.supporttest@gov.ab.ca
City:	EDMONTON	**Tel:**	(780)415-4609
Postal/ZIP:	T5K 2G8	**Fax:**	(780)422-4252
Province/State:	Alberta	**Country:**	CANADA

Is the applicant an employee of the Alberta Government or member of the Legislative Assembly of the Province of Alberta?	[ ] Yes [X]No		
Has the applicant attained the age of 18 years?	[X] Yes [ ]No	**Is the applicant a Canadian Citizen?**	[X] Yes [ ]No

Land being applied for

	Action	Qtr/LS	Sec	Twp	Rge	Mer
	Land Required	NE	30	56	22	5
	Land Added	NW	30	56	22	5

	Action	Name of Subdivision	Subdivision Plan	Block	Lot	Parcel
	Land Deleted	Flinestone Alley	1229999	01	01	

Remarks:	Name change and remove PBL land as it is freehold.

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The following table lists all elements available on this screen:

Field or button name	Properties	Name/Remarks
Disposition #	display only	Disposition # This is the Disposition # as specified on the Industry Amendment menu.
Plan Confirmation #	Display Only	Plan Confirmation # This is the confirmation # of the submission package.
Occupant's Consent Required	Display Only	Occupant's Consent Required Displays if user has indicated that consents are required.
Occupant's Consent Not Required	Display Only	Occupant's Consent Not Required Displays if user has indicated that consents are not required.
Indicate the number of consent forms to attach or # of Consents to Follow:	Display Only	# of consent forms to attach or to Follow Displays the number of consents, or the number of consents to follow that the user has agreed to attach.
Statutory declaration attached? (sand and gravel only)	Display Only	Statutory Declaration 'Yes' or 'No' is indicated at engaged by the user.
Is this a public work project? (only applies to Municipal Districts and Counties)	Display Only	public work project 'Yes' or 'No' is indicated at engaged by the user.
Test data attached?	Display Only	test data 'Yes' or 'No' is indicated at engaged by the user.
Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?	Display Only	oil sand/eia project 'Yes' or 'No' is indicated at engaged by the user.

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Field or button name	Properties	Name/Remarks
What is the size of the lease in Acres?	Display Only	lease size Area is displayed in acres as indicated by the user.
Reason for Amendment		
Change in SML size and/or Location	display only	Change in SML size and/or location Indicates if the reason for amendment is a change to the SML size and/or location as engaged by the user.
Correction to application or amendment form	display only	Correction to application for amendment form Indicates if the reason for amendment is a correction to the application or amendment form. The user can not attach a corrected plan unless other indications for an amendment are engaged.
Correction to Plan Package	display only	Correction to Plan Package Indicates if a correction to the plan package has occurred.
Sketch Plan to Survey Plan Submission	display only	Sketch to Survey Plan submission Indicates that the plan replacement is no longer is sketch format and the survey has been completed.
Purpose Change	display only	Purpose change Indicates that a change of purpose has occurred.
To	M	To (Purpose change) Will display the new purpose of the surface materials lease.
Applicant Details		
Applicant Name	Display only	Applicant Name This is the name of the applicant organization.
Address	Display only	Address This is the street address of the applicant organization.
City	Display only	City This is the city associated with the address of the applicant organization.
Program/Project Name:	Display only	Project/program name This is the project or program name for the applicant organization.
Province/State	Display only	Province/State This is the province or state associated with the address of the applicant organization.
Country	Display only	Country This is the country associated with the address of the applicant organization.
Tel	Display only	Tel This is the telephone number associated with the applicant organization. A valid North American telephone number must be entered in this field. Format (###)###-####.
Fax	Display only	Fax This is the fax number associated with the applicant organization. A valid North American fax number is optional within this field. Format (###)###-####.

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Field or button name	Properties	Name/Remarks
Email	Display only	email This is the e-mail address of the applicant organization.
File#:	Display only	File #: A reference file number used by the Applicant to refer to the surface disposition. This field is for the Applicants' internal use only and will not be validated by the EDS application.
Postal/ZIP	Display only	Postal/ZIP This is the postal or zip code associated with the address of the applicant organization.
Applicant Be Changed to Details - Original Applicant		
Applicant Name	Display only	Applicant Name This is the name of the original applicant organization.
Address:	Display only	Address Displays the address of the original applicant for the surface disposition amendment. It is resolved when the user enters the Client ID in the appropriate field.
City:	Display Only	City Displays the city of the organization of the original applicant. It is resolved when the user enters the Client ID in the appropriate field.
Program/Project Name:	Display Only	Program / Project Name: This is the program/project name of the original applicant organization.
Province/State	Display only	Province/State Displays the province or state associated with the address of the original applicant organization.
Country	Display only	Country Displays the country associated with the address of the original applicant organization.
Tel	Display only	Tel Displays the telephone number associated with the original applicant organization.
Fax	Display only	Fax Displays the fax number associated with the original applicant organization.
Email	Display only	Email Displays the e-mail address of the organization for the original applicant.
Contact Details		
File #	Display only	File # Displays the reference number used by the Contact to refer to the surface disposition amendment.
Organization Name	Display only	Organization Name Displays the name of the Contact for the surface disposition amendment.

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Field or button name	Properties	Name/Remarks
Contact Name	Display only	Contact Name Displays the name of the Contact for the surface disposition amendment.
Email (Alternate):	Display only	Email (Alternate) Displays the alternate e-mail address of the Contact for the surface disposition amendment.
Address	Display only	Address Displays the street address of the Contact for the surface disposition amendment.
Province/State	Display only	Province/State Displays the province or state associated with the address of the Contact for the surface disposition amendment
Country	Display only	Country Displays the country associated with the address of the Contact for the surface disposition amendment.
Email:	Display only	Email: Displays the e-mail address of the Contact for the surface disposition amendment.
Tel	Display only	Tel Displays the telephone number associated with the Contact for the surface disposition amendment. It is resolved via the user login.
Fax	Display only	Fax Displays the fax number associated with the Contact for the surface disposition amendment.
Postal/ZIP	Display only	Postal/ZIP Displays the postal or zip code associated with the address of the Contact for the surface disposition amendment.
Land being applied for		
Action	Display Only	Action Displays the action to be applied against the ATS land parcel. "Land Added", "Land Deleted" or "Land Required".
Qtr/LS	Display Only	Qtr/LS Displays the quarter section that constitutes an ATS land parcel for which the surface disposition amendment applies.
Sec	Display Only	Sec Displays the section that constitutes part of the ATS land description for which the surface disposition amendment applies.
Twp	Display Only	Twp Displays the township that constitutes part of the ATS land description for which the surface disposition amendment applies.
Rge	Display Only	Rge Displays the range that constitutes part of the ATS land description for which the surface disposition amendment

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Field or button name	Properties	Name/Remarks
		applies.
Mer	Display Only	Mer Displays the meridian that constitutes part of the ATS land description for which the surface disposition amendment applies.
Action	Display Only	Action Displays the action to be applied against the PBL land description, "Land Added", "Land Deleted" or "Land Required".
Name of Subdivision	Display Only	Name of Subdivision (not all subdivisions are named). Displays the name of subdivision that constitutes part of the PBL land description for which the surface disposition amendment applies.
Subdivision Plan	Display Only	Subdivision Plan number Displays the registered number of the subdivision plan that constitutes a PBL land description for which the surface disposition amendment applies.
Block	Display Only	Block Displays the block number that constitutes a PBL land parcel for which the surface disposition amendment applies.
Lot	Display Only	Lot Displays the lot number that constitutes a PBL land description for which the surface disposition amendment applies.
Parcel	Display Only	Parcel Displays the parcel that constitutes a PBL land description for which the surface disposition amendment applies.
Remarks	Display Only	Remarks Displays the remarks for additional information in support of the amendment.
Click here to correct the above form	Link	Click here to correct the above form During the amendment form review stage, the user now has the option to correct the form if any errors are detected. By clicking this link, the user will be required to reattach all attachment.
The following items are attached to this:	DISPLAY Only	The following items are attached to this: This is a list of documents that were attached through the attachment page in support of the amendment.
Click here to correct Attachments	Link	Click here to correct Attachments During the attachment review the user can change or replace any incorrect attachments by clicking this link. When using this link, the user will be required to attach attachments.
Cancel	button	Cancel Clicking this button will cancel the service and returns to the application/amendment option page
Submit	button	Submit By clicking this button the submission is now complete. The

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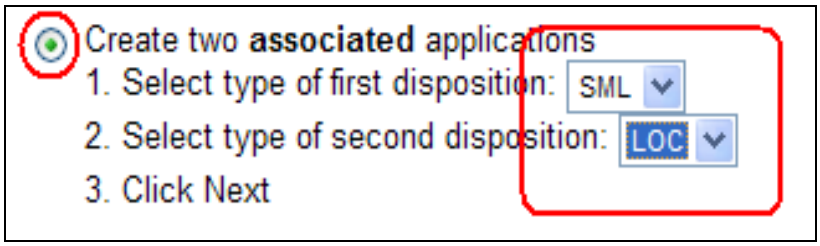
Field or button name	Properties	Name/Remarks
		amendment is committed to the Electronic Disposition System (EDS) system.

Note: As shown in figure 3.7, the user receives a confirmation page once the final review has been confirmed and the 'Submit' button is engaged.

Legend: M: Mandatory field
O: Optional field

4.0 Associated Applications

Essentially the 'Associated' process is the same. You will engage the radio button to 'Create two **associated** applications. You can not associate two of the same activity type. Generally an SML is associated to an LOC.



Note: As the SML form has been previously covered under Figures 3.4 and 3.6, this illustration will define the second form related to an associated activity.

Upon the completion of the SML form, EDS will inform you that you have successfully completed a form.

By clicking 'Next', the second form will display for input.

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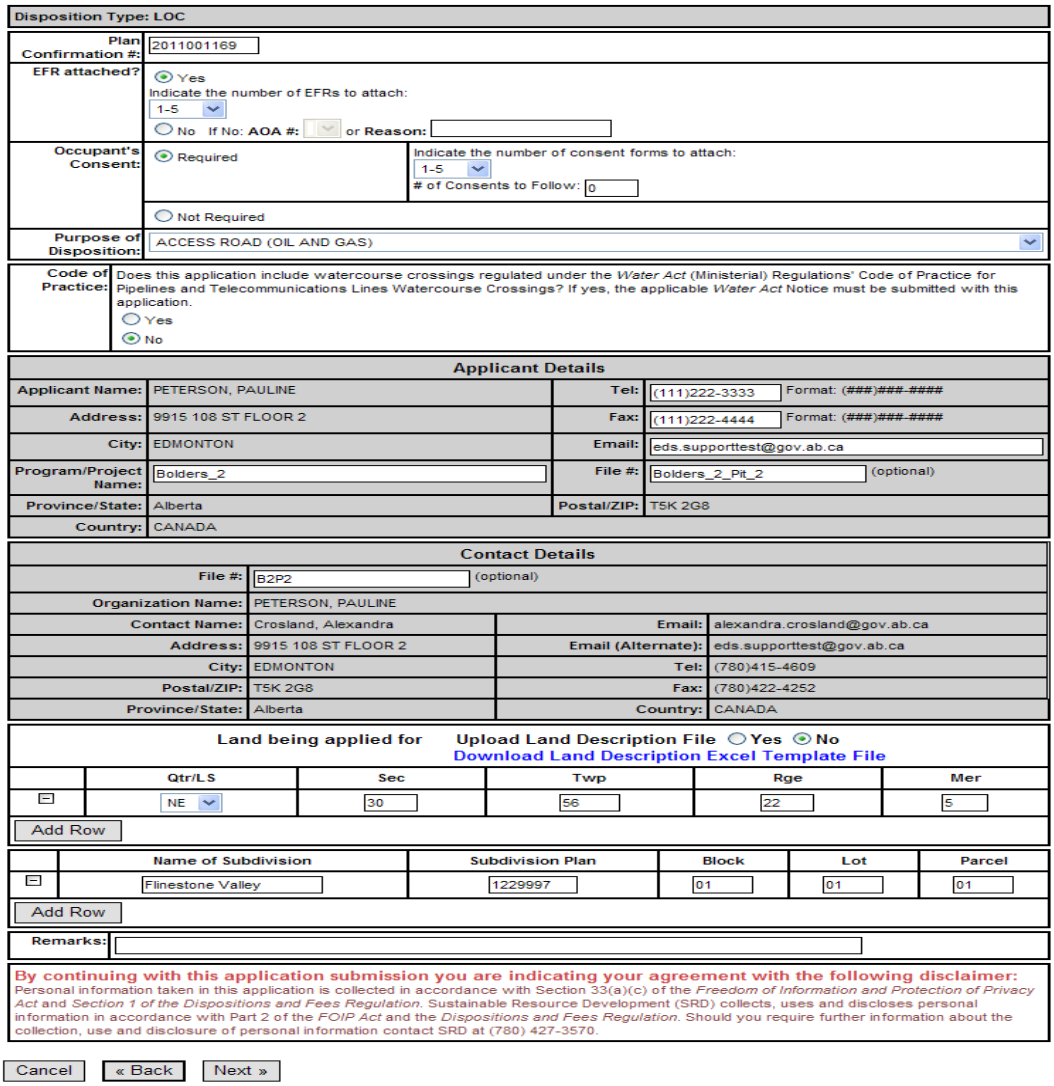
4.1 Associated License of Occupation (LOC)

Application



Disposition Type: LOC

Plan Confirmation #:	2011001169
EFR attached?	Yes Indicate the number of EFRs to attach: 1-5 No If No: AOA #: or Reason:
Occupant's Consent:	Required — Indicate the number of consent forms to attach: 1-5; # of Consents to Follow: 0 Not Required
Purpose of Disposition:	ACCESS ROAD (OIL AND GAS)
Code of Practice:	Does this application include watercourse crossings regulated under the *Water Act* (Ministerial) Regulations' Code of Practice for Pipelines and Telecommunications Lines Watercourse Crossings? If yes, the applicable *Water Act* Notice must be submitted with this application. Yes No

Applicant Details

Applicant Name:	PETERSON, PAULINE	Tel:	(111)222-3333 Format: (###)###-####
Address:	9915 108 ST FLOOR 2	Fax:	(111)222-4444 Format: (###)###-####
City:	EDMONTON	Email:	eds.supporttest@gov.ab.ca
Program/Project Name:	Bolders_2	File #:	Bolders_2_Pit_2 (optional)
Province/State:	Alberta	Postal/ZIP:	T5K 2G8
Country:	CANADA		

Contact Details

File #:	B2P2 (optional)		
Organization Name:	PETERSON, PAULINE		
Contact Name:	Crosland, Alexandra	Email:	alexandra.crosland@gov.ab.ca
Address:	9915 108 ST FLOOR 2	Email (Alternate):	eds.supporttest@gov.ab.ca
City:	EDMONTON	Tel:	(780)415-4609
Postal/ZIP:	T5K 2G8	Fax:	(780)422-4252
Province/State:	Alberta	Country:	CANADA

Land being applied for — Upload Land Description File: Yes / No

Download Land Description Excel Template File

	Qtr/LS	Sec	Twp	Rge	Mer
⊟	NE	30	56	22	5

Add Row

	Name of Subdivision	Subdivision Plan	Block	Lot	Parcel
⊟	Flinestone Valley	1229997	01	01	01

Add Row

Remarks:

By continuing with this application submission you are indicating your agreement with the following disclaimer:
Personal information taken in this application is collected in accordance with Section 33(a)(c) of the *Freedom of Information and Protection of Privacy Act* and *Section 1 of the Dispositions and Fees Regulation*. Sustainable Resource Development (SRD) collects, uses and discloses personal information in accordance with Part 2 of the *FOIP Act* and the *Dispositions and Fees Regulation*. Should you require further information about the collection, use and disclosure of personal information contact SRD at (780) 427-3570.

Cancel « Back Next »

Note: Some information previously entered for the surface materials lease (SML) will pre-populate the form for the License of Occupation (LOC). A table of elements will not be listed for the above illustration.

By clicking 'Next' the Attachment Page will display for input.

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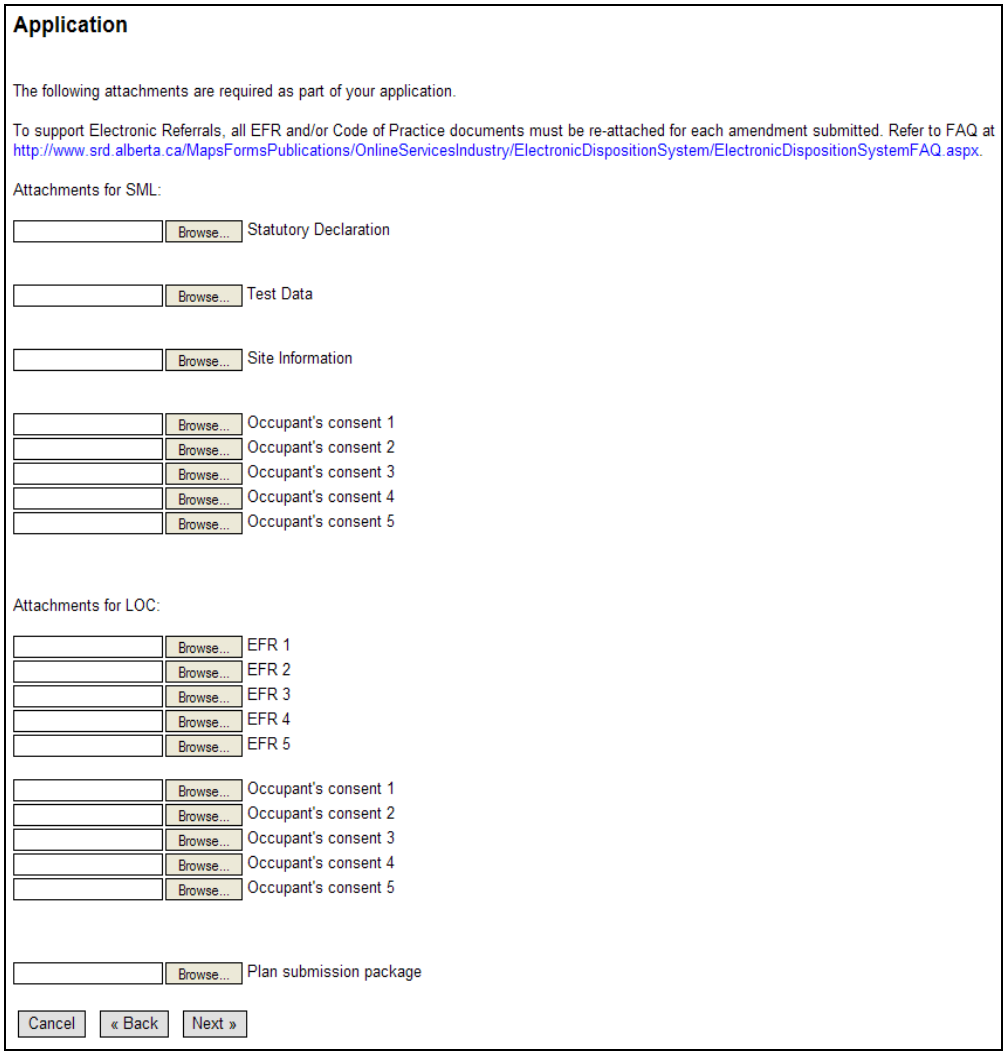
4.2 Attachment Page for an Associated Application



Note: Attachments are shown per disposition. The plan submission package will be applied to both activities. If an error regarding attachments has been made, the user is able to go back to the first or second form and make any required changes.

5.0 Using EDS

5.1 Creating an Application (Quick Reference)

1) Select
    a. Create single application
    b. Create two associated applications
2) Click the 'NEXT' button
3) Input the Client ID and click 'NEXT'

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4) When the Client ID is for an 'individual', additional information is required such as: Is the applicant an employee of the Alberta Government or member of the Legislative Assembly of the Province or Alberta? Has the applicant attained the age of 18 years? and Is the applicant a Canadian Citizen?
5) Confirm the client information and click 'NEXT'
6) Input the confirmation number
7) Select 'CONSENTS' required or not, if required indicate the number of documents to be attached and/or the number of consents to follow
8) Select yes or no for the following"
    a. Statutory declaration attached? (sand and/or gravel only)
    b. Is this a public work project? (only applies to Municipal Districts and Counties)
    c. Test data attached?
    d. Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?
9) Input the area of the proposed lease in acres
10) Select a purpose for the application
11) Input the Client file number (optional)
12) Input the Client phone number
13) Input the Client fax number (optional)
14) Confirm the Contact information – if any contact information needs to be changed contact EDS Support
15) Click the 'ADD ROW' button. Select Quarter; input the section, township, range and meridian. Repeat this step for each land description that is required to support the application
16) Click the 'ADD ROW' button. Input the name of subdivision, subdivision plan, block, lot or parcel. Repeat this step for each land description that is required to support the application
17) Add remarks if required (150 characters are available for this field)
18) Click 'NEXT'. If this is an associated application, such as an LOC access road; the form for the associated application will appear. Repeat the above steps as required
19) Browse for consent(s), test data, statutory declaration and any other supporting documentation that is required for each application
20) Browse for the Encrypted Plan Package for attachment
21) Click 'NEXT'
22) Confirm the information on each form and the attachments provided
23) Select 'SUBMIT'
24) The system will generate a disposition number and application form for each Surface Material Lease and associated disposition as applied. You may view and print the form as needed. Additionally EDS will email the application form to the Contact email address.

5.2 Creating an Amendment (Quick Reference)

1) Select either
    a. Amend a single disposition (Disposition prefix and number is required)
    b. Amend two associated dispositions (Disposition prefix and number is required)
    c. Amend one of two associated dispositions (This option is for administrative purposes only. A plan package can not be attached in support of the application)
    d. Amend an existing disposition and create a new associated disposition (Disposition prefix and number is required for existing activity)

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2) Click the 'NEXT' button
3) Input the Client ID and click 'NEXT'. For a name change amendment the user is required to enter the original applicant and the new applicant client ID. This option can not be used for activities that already have an authority
4) When the Client ID is for an individual, additional information is required such as: Is the applicant an employee of the Alberta Government or member of the Legislative Assembly of the Province or Alberta? Has the applicant attained the age of 18 years? and Is the applicant a Canadian Citizen?
5) Confirm the client information and click 'NEXT'
6) Input the confirmation number (For administrative amendments do not enter a confirmation number and refrain from using the 'Reason for Amendment' radio buttons. Use 'Other' to clarify the amendment.
7) Select 'CONSENT' required, not required or indicate the number of documents to be attached and/or the number of consents to follow
8) Select 'Yes' or 'No' for the following"
    a. Statutory declaration attached? (sand and/or gravel only)
    b. Is this a public work project? (only applies to Municipal Districts and Counties)
    c. Test data attached?
    d. Are operations located entirely within the boundaries of: An approved oil sands development or EIA area for which you are the holder?
9) Select reason for amendment
    a. Change to SML size and/or location
    b. Correction to application or amendment form
    c. Correction to Plan Package
    d. Sketch plan to survey plan
    e. Purpose change
10) Input the Client file number (optional)
11) Input the Client phone number
12) Input the Client fax number (optional)
13) Confirm the Contact information – if any contact information needs to be changed contact EDS Support
14) Click on ADD ROW button. Select Action type
    a. Land Added
    b. Land deleted
    c. Land Required
15) Select Quarter; input the section, township, range and meridian. Repeat this step for each land description that is required in support of the application
16) Click 'ADD ROW' button. Input name of subdivision, subdivision plan, block, lot or parcel. Repeat this step for each land description that is required in support of the application
17) Add remarks if required (150 characters are available)
18) Click 'NEXT'. If this is an associated application the form for the other application will appear repeat the above steps as required
19) Browse for EFR and/or Consents as required for each application submitted to attach as required
20) Browse for consent(s), test data, Statutory declaration as required for each application submitted to attach
21) Browse for the Encrypted Plan Package to attach
22) Click 'NEXT'
23) Confirm the information on each form and the attachments provided
24) Select 'SUBMIT'

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25) The system will generate an amendment form for each amendment filed. You may view and print the form as needed. Additionally, EDS will email the application form to the Contact email address.

6.0 Getting Support

If there are any problems with the SecureXNET login contact the GoA help desk at 1-888-427-1462 (1GOA).

EDS Support Team

Phone enquiries regarding login accounts/passwords or system problems should be directed to Lands Division Reception (780)427-3570 and your call

System and Documentation Feedback

Please forward any inquiries to eds.support@gov.ab.ca

Appendix A – EDS Surface Material Lease Purposes

Purpose	Disposition Type
Access Road (Oil And Gas)	LOC
Manufacturing Clay	SML
Non-Manufacturing Clay	SML
Peat	SML
Sand	SML
Top Soil	SML
Silt	SML
Sand And Gravel (Oil Sands)	SML
Marl	SML
Sand And Gravel	SML

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